

April 2011 Examination Cycle

FUNDAMENTALS OF ENGINEERING (FE) and FUNDAMENTALS OF SURVEYING (FS) EXAMINEE INSTRUCTIONS

These instructions supplement the instructions printed on/in your test booklet. In case of conflict, these instructions take precedence over the instructions on/in the test booklet. It is important that you read and understand these instructions before the examination as you will be required to sign a statement which certifies that you have read and will abide by these instructions. You will also be required to sign your answer sheet stating you have read and understand the National Council of Examiners' for Engineering and Surveying (NCEES) policies. By visiting <http://www.ncees.org> you can obtain this policy.

The following schedule indicates the time doors open for seating:

SATURDAY, April 9, 2011

- Fundamentals of Engineering (FE) - 7:00 A.M.
- Fundamentals of Surveying (FS) - 7:00 A.M.

With variations such as weather, traffic conditions, parking, examinee population, etc., the Board cannot predict the exact time that the examinations will begin. Therefore, all examinees are required to arrive at their examination room at the time the doors open. Examinees that arrive at the examination room after the examination instructions have begun will be considered LATE and will not be allowed to take the examination and will forfeit the \$100 application fee. This policy applies to both the morning and afternoon sessions.

Be prepared to pay for parking. Be prepared for either warm or cold temperatures, as exam sites may not have adequate heating and cooling capabilities. Earplugs for sound suppression are allowed in the event of unavoidable noise as a result of other events scheduled at the exam site. Examinees are prohibited from bringing the following items into the exam room: backpacks, purses, briefcases, weapons of any kind, tobacco products, alcohol, or hats with brims or bills. You may bring seat cushions into the testing area. You must vacate the testing area after each exam session. You should bring your own food and beverage for lunch; however, some exam locations offer food service. Contact your assigned examination site for more information. All personal items must be in a clear plastic bag; opaque bags such as the green, blue, yellow, white, or brown plastic bags used by grocery stores are not allowed; backpacks and purses are not allowed. Personal items are the sole responsibility of the examinee. NCEES, the Board, the proctors, and the site facility are NOT responsible for any lost, misplaced, or stolen items.

EXAMINEES SUBJECT TO SEARCH - All examinees are subject to search of their person and personal belongings while at the examination site. The purpose of this policy is to ensure the safety of those attending the examination site and to maintain the integrity and security of the examination. (See Title 16, California Code of Regs. sec. 442) By accepting admission to the examination site, each examinee willingly consents to submit his or her belongings to examination proctors or Board staff at any time while at the examination site for purposes of detecting and seizing any unauthorized materials or items. Conduct that results in a violation of security or disrupts the examination will result in the confiscation of an examinee's examination, removal from the exam site, voiding of examination results, and forfeiting the \$100 application fee.

PHOTO IDENTIFICATION - Photo identification is required to take the exam. You will not be admitted without proper identification. Identification will **ONLY** be accepted if it meets **ALL** of the following criteria:

1. Issued by a state or federal governmental agency including military IDs, other U.S. states, and foreign countries;
2. contains your photograph, visible signature, and printed (typed) name;
3. has not expired.

NOT ACCEPTED: student or employee identification cards.

EXAMINATION SECURITY - Conduct which jeopardizes the integrity of the examination is a misdemeanor and in violation of Section 123 of the Business and Professions Code and may result in the imposition of a fine up to \$10,000. Failure to follow instructions (both oral and written) or any conduct which violates security or is disruptive may result in the confiscation of an examinee's exam, and removal of the examinee from the testing site. The examinee's exam results will be void and his \$100 application fee will be forfeited. (See Title 16, California Code of Regs. sec. 442).

Examples of misconduct include, but are not limited to, the following:

- Writing on anything other than the designated exam booklet, solution booklet, and/or answer sheet;
- Writing or erasing after time is called;
- Viewing or copying another examinee's material;
- Talking during the exam;
- Using an unauthorized calculating device;
- Possession of a cell phone for any purpose during the exam;
- Communicate or sharing reference materials, calculators, or any other exam materials with other examinees during the exam;
- Attending the examination only to review or audit test materials;
- Copying any portion of the exam for any reason;
- Possession of any other unauthorized item or material.

Collusion among examinees is a serious offense. To help insure that you are not implicated in any misconduct, keep your answer sheet covered at all times to prevent others from copying your work. NCEES conducts an analysis after each exam administration to help identify incidents of collusion.

INTELLECTUAL PROPERTY RIGHTS AND EXAMINATION SECURITY - All NCEES and California State Specific examinations are copyrighted works. Examinees are strictly prohibited from copying or disclosing any examination questions, problems, or answers, orally or in writing. This prohibition includes discussing or disclosing any examination questions or problems on Internet blogs, chat rooms, or through any other means.

NCEES POLICY REGARDING THE USE OF MECHANICAL PENCILS - NCEES has adopted a policy which requires all examinees to use the mechanical pencils NCEES provides at the examination site. You cannot use your own personal writing instrument. **Examinees must use NCEES-issued mechanical pencils only.** These pencils will be distributed at the examination site. The pencil will be pre-loaded with 0.7-mm HB lead. Examinees may NOT bring lead or erasers. If additional lead or an eraser is needed during the examination, raise your hand and a proctor will issue an additional pencil.

NCEES CALCULATOR POLICY FOR THE APRIL 2011 FE AND FS EXAMINATIONS – Please refer to the current calculator policies at http://www.ncees.org/exams/exam-day_policies.php. Only the models listed may be used. The use of a prohibited calculator will result in the confiscation of examinee's examination, removal from the examination site, voiding of examination results, and forfeiting the \$100 application fee.

PROHIBITED ELECTRONIC DEVICES - Electronic devices including but not limited to unauthorized calculators, cell phones, pagers, personal data assistants (PDAs), scanners, cameras, radios, data collectors, headsets, tape players, portable fax machines, calculator watches, reproduction equipment, electronic dictionaries, electronic translators, recorders, or any device which, in the opinion of the Board, may pose a threat to examination security **SHALL NOT BE BROUGHT INTO THE EXAMINATION ROOM**. If any of these devices are brought into the examination room, you will be required to leave them at your own risk in a designated area inside the examination room. The Board assumes no responsibility or liability for any of these prohibited devices. You may retrieve these devices from the box/container after the examination. If you refuse to surrender the device(s) prior to the examination, you will NOT be permitted to take the examination and you will forfeit your \$100 application fee. If you are found to have such devices during the examination, the device(s) and your examination will be confiscated, you will be removed from the examination site, your examination results will be voided, and your \$100 application fee will be forfeited. In addition, the incident will be reported to the Board's Enforcement Unit for

investigation as a possible violation of the laws regarding examination security and subversion. Penalties for this violation are stated above in addition to being banned from taking future Board examinations. **LEAVE THESE DEVICES IN YOUR CAR OR AT HOME.**

REFERENCE MATERIALS – of any type are not allowed. This includes copies of the FE reference handbook. FE examinees will be provided with a Reference Handbook but will not be permitted to write in them. Material brought into the examination room will be placed into a box located in the examination room. The Board assumes no responsibility or liability for any of these prohibited items. Examinees writing on anything other than their exam booklet and answer sheet will be in violation of the Board's examination security laws and policies (See Examination Security). If it is determined that this material is being used, your examination will be confiscated, you will be removed from the testing site, your examination results will be voided, and you will forfeit the \$100 application fee. Fire Codes require that all aisle ways be kept clear.

You will be permitted to have only TWO measuring devices, i.e. ruler, protractor, architect scale, or engineer scale, on your desktop at any one time.

SPECIAL ACCOMMODATIONS - NCEES processes all requests for special accommodations for the Board. If you had a need for special testing due to religious beliefs ([Religious Accommodations Request Form](#)) or for reasons falling within the Americans with Disabilities Act (ADA) ([Special Accommodations Questionnaire](#)), you should have completed the appropriate form found on the Board's website, attached all supporting documentation and sent to NCEES. All requests must be submitted to NCEES by the final filing date of the examination for which you are applying. Without prior approval, NO exceptions or special accommodations will be granted. **Example:** Examinee is a diabetic who requires food during the examination: if this request was not submitted to NCEES before the filing date of the examination, the consumption of food at the table during the examination will not be allowed. **NOTE:** You must request special accommodations for each examination administration cycle, even if none of the information has changed since the last request. Furthermore, if you fail, postpone, or do not show up for the EIT or LSIT examination, you must reapply to NCEES again before the final filing date of the next scheduled examination in order to be reconsidered for Special Accommodations.

ADMISSION PROBLEMS - At all examination sites a **Help Desk** is available for those examinees who do not have an Exam Authorization notice or who need assistance. The "Help Desk" will be available Thursday, April 7, from 2:00 p.m. to 3:00 p.m., Friday, April 8, and Saturday, April 9, 30 minutes prior to the opening of the doors.

EXAMINATION RESULTS/CHANGE OF ADDRESS - The Board will post the release dates of the examination results on our website at <http://www.pels.ca.gov> and on our recorded message at (916) 263-2222. In order to receive your results, your address must be current. All address changes must be submitted in writing to the Board office using the Address Change Affidavit. This form can be found in the "Forms" section on the Board website at <http://www.pels.ca.gov/pubs/forms/index.shtml>. Address Change Affidavit forms may be mailed, faxed, or emailed to the Board Office. **Address changes must also be updated on the NCEES registration site.** **NOTE:** The names and addresses of Board licensees are public records and are published in both electronic and print media. You may use a residential or business address, a post office box, or an APO address. If you file for a Professional Engineer or a Professional Land Surveyor examination, and fail the FE or FS examination, you are deemed ineligible for the professional examination. The Board will refund you one-half of the professional engineer or land surveyor examination application fee [Board Rule 407(g)(2)]. **NOTE:** All address changes must be submitted to the Board in addition to changes posted on your NCEES registration account.

METRICS - For the FE examination, numerical items are presented in metric units except certain areas of civil engineering, such as surveying, where current practice in the USA does not have standards and codes in place which allow the use of metric units. Numerical items will continue to be presented in US customary units. Some numerical items are presented in US customary units in addition to metric units, in which case you must choose one. The FS examination may have some problems that require knowledge of metric units and their conversions.

COMMENT FORMS - This form is for examinees to make comments and to challenge specific test questions on the examination. It is available on the Board's web site at <http://www.pels.ca.gov/pubs/forms/index.shtml>. You must use one form per test question. This comment form is to be sent to the Board office within ten (10) days after the examination. You may NOT copy examination questions during or after the examination for inclusion on the comment form.

RESCHEDULING - If you fail to appear, or are late for the examination and are not admitted, or do not pass the examination, you will be required to pay another \$100 application fee to reschedule.

**SPECIFIC INSTRUCTIONS FOR THE FUNDAMENTALS OF ENGINEERING (FE) AND
FUNDAMENTALS OF SURVEYING (FS) EXAMINATIONS**

SPECIFIC INSTRUCTIONS regarding the latest test specifications, study materials, scoring methodology and reporting are available on the NCEES website at <http://www.ncees.org/exams/php>